

Undercurrents



The Navy's MWR Newsletter



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Undercurrents is a publication of the Navy's Morale, Welfare & Recreation Division (PERS-65). Contents of *Undercurrents* are not necessarily the official view of or endorsed by the US Government, the Department of Defense or the Department of the Navy. Send any comments, questions, and submissions to:

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Director

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From the Director:

MISSION FIRST...SAILORS ALWAYS!

The tragic events of recent days have placed substantial demands on each of us that can only be met by everyone working as a team in response to the crisis at hand. The significantly increased demands placed upon our people to support the President's call to "Get Ready" for the pending war on terrorism have, for at least the short run, forced us to take a look at how MWR operates and how it must operate to meet the demands of a force deployed on a wartime footing.

I am already hearing of bases feeding RIKs to base personnel, of Reservists called up in support of this crisis, and of bases who may have to cut back on personnel due to drastic drops in Category C program usage. We are also looking at the impact that round-the-clock watches have on usage of child care and youth programs, deployed ships' increased needs for fitness equipment and shore support for deployed Sailors, needs for new lines of communications between those ashore/at home and those at sea, and many possible new requirements in all areas of MWR and PERS-6 programs. Not to mention the dollars it will take to support these programs!

No one knows what the next few months have in store for us and the challenges we will face. We don't even know if the MWR of 2002 will resemble what we know as MWR today. Whatever happens, I know we will be up to that challenge.

Right now each of us must focus on the tasks at hand and communicate our challenges and solutions to each other. We cannot afford to spend time finding a solution to a problem someone else has already solved or be hit in the face with one that we had not thought of but others have. I have every confidence that each of us will do our very best to support those that are placed in harm's way. I am proud of what you have done and what you will do in the coming months. Keep up the great work!

My prayers are with you,
M.C. Albury

CUSTOMER CARE LINE!
901-874-6499

Comments, Questions, Concerns?
72-hour response guaranteed!

NAVY MOTION PICTURE SERVICE

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LOOK WHO'S GOING TO THE MOVIES...From January through June 2001, the fifty Navy Motion Picture Service 35mm screens reported 1,341,601 people going to the movies worldwide. The following is the breakdown:

- Active Duty - 656,027 (48.9%)
- Other Adults- 467,265 (34.83%)
- Children - 218,309 (16.27%)

35mm theater attendance numbers are reported not only to NMPS but also to each movie studio, making accurate reporting a must. The Active Duty attendance, as a percentage of the total attendance, ranged from 6% to 86%. As a reminder, all military personnel, regardless of branch, should be reported as Active Duty; all non-military patrons 12 years and older should be reported as Adults; and all 6 to 11 year-olds should be reported as Children. If you have questions or need further clarification regarding attendance, please contact Shannon Armbruster.

8MM VIDEOTAPE SHORE SITE LOCATIONS...Annual attendance is due October 31 for FY-01 (Oct. '00 though Sept. '01). If you did not receive a letter requesting the attendance from your 8mm videotape site, please contact Shannon Armbruster.

NEW YEAR'S RESOLUTIONS...With the coming of October 1, 2001, we find ourselves in a brand new Fiscal Year! What are your goals for theater business in the coming year? Do you want to see attendance increase across the board by 10%? Would you like to see your average resale revenue per capita reach or maintain levels of \$2 per customer or more? Would you like to see Active Duty patronage at levels above 30% of your total attendance? Would you like to deliver an experience to your customers that exceeds their expectations in regards to the quality of the facility and the quality of customer service that you provide?

Now's the time to get your New Year's Resolutions on paper and work out a plan of action to see them through. If you are a 35mm NMPS theater/movie program manager or a MWR Director that would like information regarding your FY-01 performance in the areas listed above to use as a benchmark, please contact Jane DeGonzague. We would be happy to assist you.

CONSIDER THE POSSIBILITIES...The popularity of the 8mm videotape program continues to grow as the number of shore sites has increased for the third consecutive year. The arrival of each month's box of tapes is a highly anticipated event that brings Sailors and their families out to our facilities for an enjoyable and inexpensive (It's free!) entertainment experience.

But think about this: With a library of over 600 movies, are you using this program efficiently? NMPS encourages you to think of our program as a resource for your base. Are there other areas, activities, or facilities that could benefit from this program? Talk to us about it. We have helped many sites set up shared programs that provide our customers with the opportunity to use this valuable resource in multiple locations for very diverse audiences. Contact Ed McGrath for more details.



TRAINING BRANCH

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KUDOS TO NAS JACKSONVILLE

They have just launched their "You're a Star" Peer Recognition Program. This program allows co-workers to nominate fellow employees for recognition when they "catch" them giving extraordinary customer service.

Once a month, a team comprised on the base Commanding Officer, Command Master Chief, MWR Director, MWR Deputy Director and the JAX Star Service Support Team, delivers balloons and certificates to qualifying employees.

The following MWR employees recently received awards: Cathy Trathum, Jerry Sailors, Renato Laylo, James Abney, Lisa Craig, Beff Green, Lyn Brightwell, Rita Steiner and Jaimie Buddock.

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1ST MWR "STAR EMPLOYEE OF THE MONTH"...Beth Eye, Club Operations Assistant at Naval Station San Diego's Mariner Club, was named the first MWR Star Employee of the Month in a surprise ceremony held on August 15 in front of lunchtime customers and co-workers at the club. Beth has worked for MWR for over 18 years and received numerous nominations for the Star Employee Rewards Program. She was also one of the first MWR employees in San Diego to attend Star Service: Achieving Extraordinary Customer Relations (AECR) in March 1999. Captain Steven Sonntag, MWR Regional Program Manager; Captain Lyn Hering, Commanding Officer, Naval Station San Diego; and Barbara Montoya, Regional Food and Beverage Manager, presented Beth with her premium rewards basket.

MWR INTERN PROGRAM NEWS...Recently 10 interns received their orientation to prepare them for their overseas internship this fall. The students represent 10 colleges and universities and will be completing their internship at 6 installations overseas.

INTERNS SELECTED FOR FALL 2001

NAME	UNIVERSITY	BASE	PROGRAM AREA
Aimee Huepenbecker	Central Michigan	Pearl Harbor	Liberty
Matt Placko	Kent State	Naples	Liberty
Jennifer Harrison	New England Cul. Inst.	New Sanno	Food/ beverage
Melissa Whiteman	Indiana University	Sigonella	Outdoor
Erin Lenertz	Florida State	Sigonella	Liberty
Colleen O'Toole	Illinois State	Bahrain	Sports/ Fitness
Heather Courtney	Univ. of Florida	Yokosuka	Fleet
Sabrina DiFoggio	East Carolina	Yokosuka	Sports/ Fitness
Holly Shinnen	Univ. of Arkansas	Yokosuka	Sports/ Fitness
Amanda Standing	Longwood College	Yokosuka	Outdoor

These students serve a minimum of twelve weeks with a MWR Department. Generally, these students are seniors, who at the end of their internship, will be looking for full-time employment with MWR. If you have openings that you feel a former intern might be appropriate for, please let us know. If you need assistance recruiting interns for your installation, let us know, and we will be happy to assist you. www.mwr.navy.mil/mwrprgms/intern.



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RESEARCH REVEALS PARTICIPATION FIGURES FOR HUMAN-POWERED OUTDOOR RECREATION

From The OutdoorNetwork, August 27, 2001. Interested in knowing how many American's are participating in human-powered outdoor recreation-related activities?

Two recently released studies - one by the Sporting Goods Manufacturers Association (SGMA) and another by the Outdoor Industry Association (formerly ORCA) - reveal facts and figures which may help your adventure-based business prepare for the future. Go to the OutdoorNetwork at www.outdoornetwork.com and look under Outdoor Headlines.

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NAVY OUTDOOR WORKSHOP AND ICORE 2001...Once again, it will soon be time to get together with our fellow outdoor professionals and friends at the 4th Navy Outdoor Workshop and the 15th International Conference on Outdoor Recreation and Education (ICORE), November 3, 2001 at Pocatello, Idaho State University, Idaho.

Navy Outdoor Workshop

This year the Navy Outdoor Workshop will be held on November 3-7. We will offer morning classroom sessions combined with *hands-on* workshops in the afternoon. As soon as the schedule is firm, we will send out a training announcement.

At this time we plan to hold classroom sessions on November 3-5 in the following:

- MWR Overview and Discussions with Tom McFadden Deputy Director, MWR Division Worldwide;
- Outdoor Adventure Releases and Outdoor Recreation Case Histories, George Holz, PERS-65 MWR Legal Counsel;
- Adventure Races, Mike Bond, Youth/Young Adult Coordinator, Norfolk and Corey Franken, Outdoor Recreation Specialist, San Diego;
- YOAP and the Outdoor Adventure Camp, Geoff Rienhart, Youth Outdoor Recreation Specialist, Dam Neck; and
- Adventure Programming Round Table, John Hawkins Outdoor Recreation Specialist, West Sound Region;

Hands on sessions planned on November 3 - 5 are:

- Mountain Bike Maintenance & Repair, Andrew Akins, UBI Certified Mechanic, Whidbey Island;
- Class limit 12 Top Rope Climbing, Steve Goodwin, Outdoor Recreation Specialist, Certified AMGA Top Rope and WFR, Dam Neck;
- Fitness For Outdoor Pursuits, Kate Larson, Everett; and
- Sea Kayak Rescue Pool Session, ISU Staff

Two day overnight courses held on November 6 - 7:

- Survival Skills, Allan Priddy, ISU Instructor, Pocatello, ID; and
- Leave No Trace Training, Tom McKinney and Jonathon Milne, LNT Master Trainer and WFR, Brunswick, ME.

International Conference on Outdoor Recreation and Education

All the ICORE information I have at this time can be found on the Association Of Outdoor Recreation and Education (AORE) web site at www.aore.org. For budgeting purposes, allow \$210 for the general conference registration fees. They will also have pre-conference and post-conference classes and activities which will cost anywhere from \$50 - \$200 (just guessing here!) depending on what they are.

Other important points of contacts for the Navy Outdoor Workshop and ICORE are:

- Idaho State University Outdoor Program www.isu.edu/outdoor
- Allan Priddy, ISU Survival Skills Instructor www.isu.edu/outdoor/priddy.htm
- ICORE General Information www.aore.org

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ANNUAL REPORTS

Youth and School Age Care annual reports are ready to be completed and returned to PERS-659 by October 31. You can find the report at www.mwr.navy.mil/mwrprgms/youthnew.htm, under FORMS labeled "FY-01 SAC Annual Report." Once you have completed the report you can e-mail it back to Larrie'.

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CDC and CDH annual reports are due to PERS-659 on October 10. Wednesday, September 26 is the day of record. Fax or e-mail a copy of your completed report to Dottie Wellbrock.

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SCANNERS...No, we're not talking about cheap horror movies here – we're talking about hand-held diagnostic scanners for Auto Skills operations. NPC is funding the purchase of scanners for programs that do not currently have this technology or have out-dated equipment. With the purchases, we are also working with the vendor to provide "train-the-trainer" training so that we can have MWR Auto Skills managers qualified to do regional training of staff at individual commands. We will identify regional trainers in the near future. Stay-tuned for more details about training and when and who will be receiving the new equipment.

GUIDEBOOK RELEASE IMMINENT...The culmination of over nine months of work is now coming to a conclusion. This year's Navy Auto Skills meeting in Las Vegas on October 29 will be the "unveiling" site for the first edition of an operations guidebook for our program. Group review sessions will be held to review content and discuss possible revisions for future editions. If you are not already registered to attend, here is one more great reason you should be in Vegas.

ASSIST VISITS...Want some assistance? Would you like a specialist from NPC to come and help you out before your next SAC inspection? Developing a teen program? Want to get your teens more involved? PERS-659 Youth Programs will be more than happy to schedule an assist visit to your command to assess your program and to help develop a plan for improvement.

FY-02 TRAINING DATES ANNOUNCED...Mark your youth training dates on the calendar now...here is what will be available:

- Navy SAC training and NSACA Conference March 5-9, Millington, TN
- Navy training days will be the March 5-6; March 7-9 for the National School-age Care Alliance Conference. NSACA conference registration and conference information will be released in October. Visit www.nsaca.org/conference.htm for more details.
- Navy Youth Program Meeting April 30 – March 2, Dam Neck, VA. This three-day workshop will focus on leadership skills for youth programmers. Programmed activities include lectures, interactive workshops, outdoor activities, B&GCA resources and more. For more details, visit www.mwr.navy.mil/mwrprgms/youthnew.htm.

VIDEO PRODUCTION EQUIPMENT TO ENHANCE TEEN PROGRAMS...PERS-659 recently purchased 12 digital camcorders and laptop systems to be used in teen programs for video production. The high-tech camera and software associated with the computers enable the user to develop professional quality video. Youth activities interested in incorporating the equipment into their program will be required to submit a proposal outlining how the equipment will be used and the benefits to user. Recipients will be determined on proposal content and timeliness of response. A letter outlining submission requirements should be out shortly.

ANNUAL NAEYC

The Navy Training and Curriculum (T&C) Specialist training will be held on October 30 in conjunction with National Association For The Education Of Young Children (NAEYC) at the Embassy Suites, Anaheim, CA. NAEYC will run from October 31-November 3.

Details for hotel and conference registration are on the MWR web-site under the Training Branch. Navy training sessions will include the T&C Specialists Role in CDH, Effective Classroom Observations, and Emergent Literacy in Early Childhood Curriculum. Our full day of training will end with Mr. Happy's Check Up From The Neck Up!

SCHOOL-AGE CARE INSPECTIONS FOR FY-02... There are a few changes and additions. Please review the changes and get prepared for next year's inspections. The following information are changes that have been made to the School-Age Care inspections. The information in bold indicates additional information or a new requirement.

A. PHYSICAL ENVIRONMENT: No changes**B. FIRE PROTECTION, HEALTH AND SAFETY:**

1. Rooms used for school-age programs meet the National Fire Protection Association (NFPA) Life Safety Code 101. **(35 sq. feet for classrooms, 20 sq. feet for multi-purpose rooms)** The local fire inspector determines other space requirements.

3. Fire drills are conducted monthly.

11. All vehicles used to transport children are safe, and maintenance records are maintained. Routine inspections are conducted and documented. Emergency procedure plans are available in all vehicles transporting children. **Emergency cards are carried for each child on field trips.**

C. PROGRAM OF ACTIVITIES: No changes**D. CHILD ABUSE PROTECTION:**

1. Children are protected from unauthorized visitors and strangers. Visitors are required to sign in and out **and wear a visitor's badge.** Staff and volunteers wear nametags or other identifying apparel.

2. All cases of suspected child abuse or neglect are reported to the base **Family Advocacy Representative.**

3. All SAC employees and volunteers have been trained in child abuse prevention, identification, and reporting requirements. **Required annual refresher training is also completed.**

E. NUTRITION AND FOOD SERVICE:

3. If food is served, all employees have completed Healthy Food Service (food sanitation/handler's card where required).

F. STAFFING, QUALIFICATIONS AND TRAINING:

9. All newly hired staff has completed 36 hours of training within one year of date of hire to include the Standard Navy SAC Training Program (13 modules). All staff completes 24 hours of training each additional year of employment. All training is documented in employee files on the Standard Navy SAC Training Record.

10. All staff has completed orientation prior to working with children. Documentation is maintained in employee's training record. **This is orientation is to include, but not limited to: Regulations and Standard Operating Procedures, School-Age Growth and Development, Growth and Development: Planning Appropriate Activities, Creating a Fun Environment, Guidance Techniques, Parent and Public Relations, Child Health, Sanitation and Nutrition, Safety, Fire Prevention and Emergency Procedures, Child Abuse Identification, Reporting and Prevention and Special Needs Awareness.**

**MWR IPT
DATA CALL COMPLETE**

On September 18, the MWR community completed the largest and most comprehensive self-assessment of MWR programs in the history of Navy MWR. Data collectors were asked to collect and input data on five MWR programs (Liberty, Fitness, ITT, Outdoor Recreation and Libraries). A team of Headquarters data collectors submitted data for the Youth/SAC program for all installations and the Navy Motion Picture Service staff put in data on the fleet movie program.

This assessment is a major step in determining the cost to operate MWR programs at an optimum level as described by a comprehensive set of program standards and metrics. The Program Support Group – a subcommittee of the MWR Integrated Process Team – and NPC program managers developed the standards and metrics over a six-month period. It used input from field level Process Enhancement Teams.

The purpose of the project was to provide Navy MWR's resource sponsors at N46 with better information to advocate for additional appropriated funds and defend current funding levels. In addition to the funding information, this effort has provided an extremely comprehensive set of program standards to which all commands can compare their programs and develop strategies for improvement. The assessment required 50-60,000 individual inputs by over 100 data collectors from all over the Navy. Results are being compiled now and will be shared with the field once they are made ready for release. The program standards are available on the Navy MWR web site, www.mwr.navy.mil, – look in Training/Star Service.

G. ADMINISTRATION AND POLICY:

1. STANDARD OPERATING PROCEDURES (SOPS) ARE CURRENT, OR ARE IN DRAFT AWAITING APPROVAL, AND INCLUDE: PATRON ELIGIBILITY, HOURS OF OPERATION, FEES AND CHARGES, OPERATING PROCEDURES, EMERGENCY PROCEDURES, RULES AND REGULATIONS, MAINTENANCE SCHEDULES, SCHOOL LOCATIONS/SCHEDULES, CHILD ABUSE REPORTING REQUIREMENTS, PROGRAM GOALS AND OBJECTIVES, VEHICLE EMERGENCY PROCEDURES AND PARENT PARTICIPATION.

6. The command has designated a multi-disciplinary team (usually coordinated with the child development program) that includes a representative with expertise in **developmental** programs, parent, fire, safety and health, and an installation command representative to inspect the SAC program yearly. Reports are forwarded to the responsible commander and discrepancies are corrected. **(Recommend conducting six months after NPC inspection)**

10. Parent **and staff** handbooks or brochures are current and at a minimum include fees, registration procedures, eligibility priorities, hours of operation, policies, regulations, child abuse protection procedures, emergency procedures, medication policy, and goals and objectives of the SAC program.

12. Each child has a file that is updated yearly and includes: current registration form, permission slips, self-release form, **health/** medical information, Family Care Plan (if applicable), signed parent fee agreement, **permission slips, incident/accident reports** and other pertinent information

13. Discipline or behavior problems and accidents or incidents are documented. **The staff and the parent sign accident reports and a copy is kept in the children's files.**

H. BACKGROUND CHECKS:

3. Installation Record Checks (IRC): security, Central Registry, FAR, and CAAC have been completed on all employees **prior to working with children.**

4. At least three references, a combination of former employment and personal, have been received and noted in **employee** records **prior to working with children.**

5. **Prior to working with children**, all personnel working in the program having contact with children have signed a statement that they have no history of conviction, admission to, or evidence of, acts of child abuse, molestation or neglect, and drug or alcohol abuse (Statement of Admission Form).

6. All employees have completed a Health Screening Evaluation **within two weeks of hire and annually.** The base preventive medicine or occupational health services should conduct this. Health cards are issued with copies maintained in employee's training records.



**FITNESS
BRANCH**

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FY-02 FITNESS EQUIPMENT FUNDING PROGRAM... You should soon be receiving information on available funding. Each command will receive authorization for funds ranging from \$30K to \$100K, based on installation size. Funds can be used to purchase cardiovascular equipment, strength training equipment, or free weight equipment. All equipment will be purchased centrally by NPC and items requested must be on GSA Contract. These funds should augment your budgeted fitness equipment dollars and allow you to get close to attaining the C-1 level for fitness equipment.

FY-02 FITNESS/LIBERTY/FLEET NAF PROGRAM

GRANTS... Requests for NAF program grants for FY-02 are now being accepted. The grants are in place to encourage new programs or enhance existing programs. Grant request forms have been sent to all commands and are also posted on the web (www.mwr.navy.mil). The dollar amount granted to each command will be determined by the number of requests that we receive for each program category.

FY-02 FITNESS TRAINING SCHEDULE... Courses in Command Fitness Leader Training, Advanced Fitness, Biomechanics, Group Exercise Leader, Strength Training and Aquatic Group Exercise Training will be offered at various locations in FY-02. Course location, date and application forms are posted on the web (www.mwr.navy.mil). Limited funding is available to MWR Fitness staff members for travel and per diem to the Advanced, Biomechanics and Group Exercise courses.

2001 DOD FITNESS CENTER STANDARDS COMPLIANCE

CHECKLIST... The report for DoD Compliance is due by November 10. This year's report is asking for specific information on each fitness center at your command. The information you provide will tell us how many fitness centers we have and the condition of each center. Because this year's report breaks down the information by individual centers, we were unable to pull the information from the recently completed MWR Fitness Standards and Metrics report.

FLEET RECREATION ASSESSMENT... We have reduced the number of inspections of shipboard recreation programs threefold by assuming oversight responsibilities from the Fleet chain of command. Previously, ships were reviewed once a year by their Immediate Superior in Command (ISIC), Type Commander (TYCOM) and Fleet Commander in Chief (CINC).

NPC will now conduct the assessments on an annual basis. Chip Sharp will administer the program for the Pacific Fleet and Steve MacMillan will administer the program for the Atlantic Fleet. Additional information is available from Dave Stevens.

www.mwr.navy.mil

You're just a click away
from the latest
Navy MWR information!

MORE AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS) FOR FY-02...

For those commands that did not receive an AED from NPC in FY-01, you will be receiving one this fiscal year. Commands should start planning now for implementation of their AED program. Both the American Heart Association and American Red Cross offer AED Certifications. The Department of Health and Human Services has guidelines for Public Access Defibrillation Programs in Federal Facilities. Go to www.govexec.com/dailyfed/0501/053001m2.htm and click on "Defibrillator Guidance."

AFLOAT FITNESS DIRECTORS... Recruitment and selection of Afloat Fitness Directors is on-going. Professional fitness professionals are being hired for full-time positions in the Fleet. Their responsibilities include personal training, the Fitness Enhancement Program, and managing fitness spaces on-board ships. Qualifications for the position(s) include a Degree in Exercise Science (or similar degree) and at least two years experience in a related fitness position. Civilian fitness personnel are being placed on aircraft carriers in FY-01 and amphibious ships in FY-02.

YOUNG WOMEN MAY REQUIRE MORE VITAMIN C...

according to a recent press release by the National Institutes of Health (NIH). Referring to a study that was published in an August 14 issue of *Proceedings of the National Academy of Sciences*, it was determined that the current recommendations for Vitamin C may be too low. Until 2000, the recommended daily allowance of Vitamin C for both men and women was 60 mg. Then an expert panel formed by the National Academy of Sciences conducted a review of the data and upped the recommendation to 75 mg for women and 90 mg for men, with an additional 35 mg for smokers. The intent was no longer just to prevent diseases related to nutritional deficiencies such as scurvy, but to reduce the risk of diet related chronic conditions such as heart disease, diabetes, hypertension and osteoporosis. This recent study, however, reveals that 75 mg a day may still be too low.

This study followed 15 women ages 19-27 for 158-214 days at NIH. They were fed a diet that depleted their Vitamin C stores and then were fed various levels of Vitamin C ranging from 30 mg to 2,500 mgs. The researchers found that at doses ranging from 100-200 mg, cells and blood reached their saturation point. The authors conclude that this provides evidence that the Recommended Daily Allowance for young women may need to be increased to 90mg/day.

These researchers are not the only ones who feel that the Vitamin C levels should be increased. Researchers at Oregon State University have conducted their own studies and conclude that daily intakes of 200 mg should be met with either diet alone or in combination with supplementation.

The researchers related that 200 mg of Vitamin C can easily be achieved in the diet by eating 5 servings of fruits and vegetables daily. Food sources include citrus fruit, potatoes, strawberries, broccoli, and green leafy vegetables.



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SOCCER RESULTS

The All Navy Women's soccer team finished in third place behind the Air Force and Army teams in the 2001 Armed Forces Soccer Championship.

NAVY SPORTS WEB SITE

For information on all higher level Navy sports programs, visit the web site at www.mwr.navy.mil.

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THINK GREEN!..One of the newest buzzwords in the construction industry today is "Green Construction." This relates to environmentally friendly construction. There are five categories that encompass this concept: Energy Efficiency; Indoor Air Quality; Resource Conservation; Environmentally Responsible Technology; and Construction, Operations and Maintenance Procedures. As you can see, these concepts cover the construction process from start to finish. In this issue of *Undercurrents*, we'll review "energy efficiency." Additional topics will be covered in future issues.

We all understand the importance of energy efficient light fixtures, mechanical systems, equipment, etc. These items are easy for us to relate to because we can directly see the results. One not so well known method of saving energy is the use of building materials derived from recycled products.

Consider this: Construction uses one-fourth of the world's wood harvest, two-fifths of the world's material and energy consumption, and one-sixth of the world's available fresh water supply. Although we may not see the impact we can have at a local level, the Navy can have a significant impact by collectively pursuing these types of products as a whole. Information on these materials can be found in architectural publications, on the Internet, or call Scott Murphy.

ADD NEW EXCITEMENT TO YOUR POOL...Consider creative interactive water systems for water play such as fountains, sprinklers and slides. Water features are now available and easy to install. Low maintenance and ergonomically designed of corrosion-free plastics for safe use in chlorinated water, they can be either custom designed or modular to fit your needs. MWR activities that are interested in installing these or similar systems should work closely with the installation's Safety Office. Installation of slides where depth of water is less than 5 feet requires prior written approval from PERS-658.

Wave and current generating systems and swim jets add excitement, fun and expanded aquatic therapy, exercise and massage features to your pool programming. To further increase your aquatic therapy and exercise program, specially designed equipment is available that amplifies the natural resistance of water and provides smooth stable resistance along any path of motion through water.

FY02 NAF CONTRACTING COURSES...are now posted on the Facilities Branch web page at www.mwr.navy.mil. Some of the courses being offered are the NAF Basic Correspondence Course, NAF Advanced Contracting Course, Price Analysis, Contract Law, as well as others. Other valuable information on the Navy NAF Contracting Officer Training and Warrant Program is also available, such as procedures for requesting a warrant, warrant levels, course fees, and equivalent training from other sources. Check it out!

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FREE ADVICE....Are you stressed out about an upcoming procurement action? Would you like the "peace of mind" that comes with knowing that what you are doing is legal? Perhaps you have a Request for Proposal that you are ready to issue, or a contract that you are ready to award, and you would like another set of eyes to look at it before you send it out. If so, you may fax/mail your document to us for review. We will make pen-and-ink comments/suggestions and fax/email it right back to you! Even if you just have a question about procurement, we are here for you!

COMMERCIAL CARPET CUSHIONS...Specifying the appropriate carpet cushion is important when installing new carpet. The padding can provide resilience and acoustical qualities. In addition, it can extend the life of the carpet plus offer underfoot comfort. In a commercial application there are three types of carpet cushions available: fiber, rubber, and polyurethane foam. Next, the cushions are classified into three grades within the material types: Class I, Class II and Class III.

Class I is for moderate traffic and typically used for office buildings, private offices and administrative areas. The Class II is for heavy traffic and typically used in corridors, lounges, and public areas such as hotel or motel lobbies. Class III is for extremely heavy traffic areas and typically installed in public corridors, lobbies, and airports. Keep in mind that the padding is the foundation for the carpet and installation and a low quality material under a good carpet will result in early replacement. For additional information on carpet padding or carpet specifications, call Lorie Boyd.

PROVIDE EASY ACCESS FOR WHEELCHAIRS OVER UNPAVED SURFACES...This system is the answer to conquering challenging ADA access dilemmas at RV parks, campgrounds, beaches, lakes and more. This newly developed innovative system has been installed with great success on many of today's most popular high traffic recreation areas. This revolutionary new product can be installed and moved easily and quickly without expensive tools. Plus, this product is guaranteed against rot, splintering and warping from sun exposure. Finally and most important, this system conforms to all ADA guidelines and meets the Corps of Engineers and Coast Guard specifications. For more information, contact Spencer Law.

INTERNAL NEEDS VALIDATION STUDY (INVS)...has some changes for the next cycle. If you have a project or are new to the system and want to learn how to submit a NAF project, we can help. Please contact Craig Chapman to obtain instruction and a floppy disk containing the entire submission package.



POLICY & MANAGEMENT ASSISTANCE BRANCH

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UNIT RECREATION ALLOCATION POLICY...COs are to make available MWR NAFs in the amount of \$10 per Sailor per year for unit commands in financing special expenditures to enhance unit identity. New policy in the MWR Policy Manual (BUPERSINST 1710.11C, section 406) now allows tenant commands to use all or any portion of unit recreation/allocation funds (e.g., \$10 per Sailor per year) to purchase emblematic, recognition, and support reception-related items or services to enhance advancement, award, and reenlistment ceremonies. It is the responsibility of local commanders to strike an appropriate balance between supporting such ceremonies and funding traditional unit cohesion activities with unit recreation allocations.

To supplement unit recreation allocations, tenant commands may generate additional NAFs through local fundraising activities (see section 406g of the MWR Policy Manual) if authorized by the local installation commander. These additional NAFs may also be used to support reenlistment-type ceremonies, as well as those activities normally funded with unit recreation allocations. Unused unit recreation allocations are not permitted to be carried over into a new fiscal year. However, those additional (i.e., supplemental) funds generated through command fundraisers may be carried over from year-to-year.

TRAINING FOR THE WEB-BASED PULSE POINT...The next training seminar for the web base version of Pulse Point will be held in Millington on December 12-13. This seminar is designed for MWR personnel who are responsible for the development and administration of surveys using the Pulse Point survey system. Since the web-enabled version of Pulse Point requires the use of a web server, installations participating in the seminar are encouraged to send their local web administrator as well as an MWR representative. Quotas will be limited to two persons per installation. Student loading will be limited to 18 attendees.

MANAGEMENT ASSISTANCE UPDATE...The Policy and Management Assistance Branch (PERS-658) has been successfully providing interim management assistance to field activities since January 2000. These services started when an activity requested that PERS-65 provide interim management services at their club. A flexible NF-5 Management Analyst position was created and advertised, and we subsequently hired Misty Orlove, who had recently retired after a distinguished career with Navy MWR.

As more and more requests for assistance were received, the number of flexible-hires of former MWR Directors grew from one to four. Over the past 20 months, four employees (Misty, Joan Johnston, Ralph Ramsey, and Pat Harden) have been assigned to 11 commands to fill senior management positions such as Club Manager, MWR Director, and QOL Director. During those 20 months, over 95 weeks of TAD service has been provided in response to requests from the field. The feedback received has been overwhelmingly positive and, in most cases, the assignment was extended beyond the original agreement.

These services will continue to be provided based on requests received and the availability of these extremely talented and knowledgeable professionals.

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ANNUAL REPORTING REQUIREMENTS FOR CIVILIAN MWR...

were mailed out this week to all commands with civilian MWR activities assigned.

Those civilian MWR activities not participating in RAMCAS are required to submit an annual financial statement, proof of commercial insurance or payment for such coverage under Navy MWR's Self-Insurance Program, payment of the activity's annual assessment, and an annual vending income report in compliance with the Randolph-Sheppard Vending Stand Act.

The deadline for submitting the required reports and payments to NPC (PERS-658D1) is November 15.

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CLAIMS ARISING FROM GOLF-BALL INCIDENTS... Navy MWR has received a number of golf ball damage-related claims. Per LCDR D. P. Morgan's (Head of Claims and Litigation) memorandum of 16 February 1996, *"If the damage was caused by the design of the course (or lack of proper maintenance), then whoever owns/designed the course is liable. Since golf courses were designed using APF funds and are owned/maintained by the bases themselves, and since all MWR does is operate the course, NAF funds are not to be used to pay such claims."* Therefore, such claims should be paid through the General Judgment Fund and should be submitted to the nearest Naval Legal Servicing Office for adjudication.

USE OF MWR EQUIPMENT... We routinely field questions concerning the appropriateness of authorized patrons, acting on behalf of an on-base private organization or off-base commercial or civic organization (e.g., youth sports league, church, school, etc.), wanting to rent MWR equipment (e.g., dunk tank, pig cooker, concession trailer, etc.) to be used in support of commercial, social or fundraising activities of the various entities. Under no circumstance should MWR give, rent, or otherwise make available MWR assets to non-federal (off-base) organizations, regardless of how worthwhile the purpose might be.

Furthermore, it is not appropriate for on-base private organizations (or members of on-base private organizations) to rent MWR equipment on behalf of or to be used by off-base commercial or civic organizations. MWR equipment may be rented by an on-base private organization when the use of such equipment is consistent with its charter.

The sole exception, however, is when the installation commander, wearing the Navy's "community relations" hat, permits the off-base organization to use the equipment. When the installation commander expressly authorizes such, then that off-base organization is required to produce a comprehensive general liability (CGL) insurance policy within the limits of coverage discussed in BUPERSINST 5890.1. The CGL policy should name Navy, the command, and the MWR activity as "additionally insured." This insurance requirement is designed to protect the Federal government against public liability, property damage claims, and other legal actions. Such insurance coverage also protects the MWR Activity in the event of loss or damage to its asset.

In DoD Instruction 1000.15 (*Private Organizations on DoD Installations*), it clearly states that MWR nonappropriated funds cannot be used to directly/indirectly support an on-base private organization. Under no circumstance should MWR equipment be provided "free" to on-base private organizations.

The Joint Ethics Regulations requires DoD members of private organizations to exercise caution when conducting fundraising events. Before a MWR activity makes any of its equipment available for fundraising purposes, the MWR Director should ensure permission has been granted by the host command to host such an event. This may be accomplished by communicating with the command's ethics advisor, usually the command's staff judge advocate.

**NEW PROGRAM MANAGER
FOR MWR
SUPPORT SERVICES SECTION**

Please join us in welcoming Chrys Harris, our newest member of the Policy and Management Assistance Branch (PERS-658). Chrys is the new Head of Support Services Section.

We feel very fortunate to have Chrys as a member of the PERS-658 organization. She has been with Navy MWR for several years. She came to us from the Naval Postgraduate School, Monterey where she was the MWR Financial Manager and then MWR Director. Prior to that Chrys was the MWR Financial Manager at NAS Sigonella, Deputy MWR Director in NSA Diego Garcia, and the MWR Financial Manager at NAS Oceana.

We are sure you will be as delighted as we are to have such a quality person and professional providing assistance to the field. Please feel free to contact Chrys with your questions regarding all aspects of MWR support services functions.

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NAVY FLYING CLUB UPDATE...Issuance of Federal Aviation Administration (FAA) Airworthiness Directive (ad) summary to inspect Navy T-34A/B wing spars for cracks. As published in our last issue, on July 3, 2001 the FAA issued an Airworthiness Directive (AD 2001-13-18) requiring all T-34A/B aircraft to be inspected by August 16, 2001 for the possibility of cracks in the wing spars. As spelled out in the AD, an initial inspection of the wing spars must be completed within the next 80 flight hours or 12 months, whichever occurs later. The FAA has authorized all T-34A/B owners/operators to continue operating the aircraft under the current AD flight restrictions as outlined in AD 99-12-02 (max speed of 175 MPH, Aerobatic Maneuvers Prohibited, etc.) until compliance with the new AD. Per NPC letter 1710 of 10 July 2001, commanding officers operating a NFC are authorized to continue operating the T-34B aircraft consistent with the timelines established by AD 2001-13-18.

The cost to perform the AD inspection is estimated at \$14,500 per aircraft. The recurring inspections are estimated to cost an additional \$1,800 per aircraft. Further, if unacceptable cracks are found in the wing spars during the non-destructive inspections, the replacement wing spar will cost an additional \$14,000.

During the past couple years, the T-34 Association Technical Committee (an independent civilian organization) has been developing an Alternate Method of Compliance (AMOC). Once the AMOC is completed, it will be submitted to the FAA for evaluation. If accepted by the FAA, the provisions of the AMOC will be incorporated as an alternate process/procedure for complying with the above AD. If the AMOC process is used, it could significantly reduce recurring inspection costs. The FAA could issue the AMOC within 90 days.

Per NPC letter 1710 of 12 June 2001, commands administering NFCs shall not expend NFC nonappropriated funds (NAFs) to perform wing spar inspections or repairs on T-34B aircraft without the expressed written consent of NAVPERSCOM (PERS-65). Requests to expend NAFs for this purpose must provide financial justification that clearly indicates the NFC is financially capable of absorbing such costs and remaining financially solvent. Additionally, commands that desire to continue operating a T-34B aircraft as part of their NFC program beyond the AD compliance timeframe must send a request for authorization through their chain of command to NAVPERSCOM (PERS-65).

NFC ACCOUNTING UPDATE...Beginning with the accounting month of September 2001, all MWR funds providing accounting support services for NFC programs will begin telecommunicating NFC financial data to NPC. Submission dates and procedures will remain the same as currently in place for MWR operations. Great progress has been made toward achieving our NFC accounting transition objective and this process brings us one step closer to achieving our goal! Both MWR and NFC staff have worked hard and demonstrated true teamwork during this endeavor. Keep up the great work!



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STANDARDIZED NAF POSITION DESCRIPTIONS (PDs)... are now available on the web. This library includes payband (NF) and Craft & Trade (C/T) standardized PDs and may be accessed at www.mwr.navy.mil. Just click on "Personnel" and the standardized PD icon will pop up.

These PDs were prepared to assist field activities in identifying appropriate tasks and duties for specific functions normally found within MWR programs. Use of these PDs will save both time and effort, and in most cases, will eliminate the need to write and classify new descriptions. Additionally, standardized Child Development PDs are located in Appendix A for the Child Development Program Functional Assessment Guide issued to all CDC Directors.

DOD IG REVIEW OF CHILD CARE PAY...The General Accounting Office has requested that DoD's Inspector General (IG) perform a review of nonappropriated fund pay for Child Caregivers to determine if their pay is in accordance with the Military Child Care Act of 1989. As a result of this request, the DoD IG will be visiting DoD NAF Child Care Development Centers to gather and/or to confirm data needed for completing the audit.

EXCUSED ABSENCE TO FEDERAL EMPLOYEES...affected by the attack on the World Trade Centers and the Pentagon. On September 12, President Bush signed a memo authorizing heads of agencies who have Federal civilian employees in the affected areas to excuse from duty, without charge to leave or loss of pay, any such employee who is prevented from reporting to work or faced with a personal emergency because of the terrorist attacks and who can be spared from his or her usual responsibilities. This policy should also be applied to any employee who is needed for emergency law enforcement, relief, or recovery efforts authorized by Federal, State or local officials having jurisdiction. In this regard, BUPERS NAF activities will follow the same policy issued to the GS civilian employees at base locations.

POST RETIREMENT MEDICAL COVERAGE...Eligible BUPERS retirees age 55 or older with 15 years of plan participation in the NAF medical plan can continue their health insurance coverage into retirement. This transition from active coverage to retired coverage will be handled by PERS-653. The employee must pay for this post retirement benefit and the amount will be deducted from the individual's monthly retirement annuity check.



AIMS UPDATE...The Mid-Atlantic region is the next region going on AIMS. Conversion to the SAP financial system component of AIMS is underway in Norfolk; the go-live date is October 1. Conversion to AIMS will allow for regional reporting by activity and function throughout the region. Plans are also underway to implement AIMS in the Southwest region next calendar year.



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WOODEN PALLETS FOR EUROPE

As of October 1, 2001, the wooden pallets being used to ship products into the EU Member States must be treated and marked within the EU guidelines to prevent the introduction of the pinewood nematode into their countries.

The following countries are members of the EU - Austria, Belgium, Denmark, Finland, France, Germany, Greece, Italy, Luxembourg, Ireland, The Netherlands, Portugal, Spain, Sweden, and the United Kingdom.

The items arriving on non-approved pallets will be stopped at customs and refused entry. This applies to all goods - food, supplies and equipment. The Army Prime Vendor (IJ Joseph Foods) is aware and is already shipping on the new pallets.

With the new pallet requirements, fees for the pallets will be effected. For more information regarding this subject, go to www.aphis.usda.gov/ppq/swp. The "Frequently Asked Questions" section provides useful information.

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BOWLING CENTER MANAGERS...You will be receiving the FY-01 Navy Bowling Survey in October. If you haven't started, please begin computing FY-00 and FY-01 total lineage data for open, league, and tournament bowling. Next year's Annual Armed Forces Bowling Conference and International Bowl Expo 2002 will be held in New Orleans, LA from June 16-22. Please mark your calendars and restrict funds NOW in your budget. Additional information will follow. Please familiarize yourself with MWR Policy Manual, BUPERSINST 1710.11C. For more information, please contact Dave Mitchell.

BINGO PROGRAM MANAGERS...You should be receiving the FY-01 Navy Bingo Survey in October. If you haven't started, please begin calculating average attendance per session, average revenue per player, floor sales %, electronic bingo handset data, etc. Please familiarize yourself with the MWR Policy Manual, BUPERSINST 1710.11C.

RATIONS-IN-KIND (RIK)...A policy and guidance for Establishment or Expansion of Rations-In-Kind (RIK) Services by MWR activities will be forthcoming. Please familiarize yourself with the MWR Policy Manual, BUPERSINST 1710.11C. For those that are presently operating RIK facilities, you should be receiving the FY-01 RIK Survey in October. If you haven't done so, it's time to update your Memorandum of Understanding (MOU) for RIK, Standard Procedures for RIK Operations, and MWR RIK Budget. Additional information is available from Dave Mitchell.

MODULAR RETROFIT SMOKING ROOMS...In November 2000, a comprehensive packet was mailed that outlined the procedures for obtaining and installing modular retrofit smoking rooms and/or fan and ventilator system for each activity that is authorized to have a designated smoking room. If you have not submitted the Installation Survey for Retrofit Smoking Room Form and the Smoke Room Order Form, you still have one last chance to submit it to Dave Mitchell. PERS-65 will procure the retrofit smoking rooms for you; however, the installation of the room and ventilation equipment is the responsibility of the local MWR Department. Contact Dave Mitchell with any questions.

CHARLEY'S STEAKERY...MWR is currently developing a license agreement to direct run Charley's Steakery concepts on Navy bases. Charley's Steakery is part of Gosh Enterprises, Inc. headquartered in Columbus, OH. The core menu consists of grilled steak and chicken subs, fresh gourmet fries, fresh lemonade and tossed-to-order salads. Co-branding and breakfast options are also available. For more information, contact Marlin Ruhl.

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CUSTOMER CARE LINE 901-874-6499

Get answers to the tough questions in 72 hours!

GOLF COURSE MANAGERS...The new Navy Golf Program Standards have been signed. Let's highlight some of the important changes:

First, all future golf managers for golf courses with at least 18 holes must be PGA members. Current managers of the above facilities are not affected by the change.

Secondly, the use of privately owned golf carts is now prohibited. Those who currently have privately owned golf carts will be "grandfathered" and may keep their current golf cars. However, these carts must be stored at the facility and cannot be "towed" onto the course. If the owner of the golf cart sells his/her cart to another authorized patron, this patron will not be allowed to use the cart on our course. In addition, golf courses must charge a yearly trail fee for the private golf cart owner, and any additional riders must pay the normal rate the golf course charges for an individual to ride in a golf cart the course owns.

Do you know your retail inventory turn rate for the golf course pro shop? The industry average is 3 to 1 turn rates. From my observations of Navy Golf Courses, most courses carry far too much inventory and have very low turn rates. A good way to improve turn rates is to use an "Open to Buy" system for purchasing. A second way to improve turn rates is to provide a golf club fitting system from a major manufacturer.



THE APF/USA TRAINING...(affectionately referred to as the APF/USA Roadshow) has proven to be quite successful! We have received daily phone calls from the field requesting additional classes, providing us with more questions and answers to improve future courses, and telling us how the class helped in their daily fiscal duties. Keep those phone calls coming!

This course is designed for MWR Directors, MWR Business Managers, Command Evaluation, and Local/Regional Comptrollers. Each participant will spend two fun-filled days learning about Appropriated Fund (APF) support as it applies to MWR and the use of APF support relative to the Utilization, Support, and Accountability (USA) Offset Program. There are classes currently scheduled for Europe in November and Key West in December. If you are interested in additional information, please contact us!



Need Past Issues of Undercurrents?

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Plus you can access program information like Child Care, ITT, Golf, Jobs, Training, and more!

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